

# Arizona Supreme Court Data Standardization Advisory Committee

## AGENDA

November 28, 2023, 10:00 am – 12 noon, Zoom Webinar

9:50 am	Zoom Webinar Open for Members, Attendees and Presenters		Laura Ritenour
<b>Meeting Opening</b>			
10:00 am	<ul style="list-style-type: none"> <li>- Welcome and Roll Call</li> <li>- Lisa Porter as proxy for Danica Sanchez (Mesa Municipal)</li> <li>- Joe Hamilton as proxy for Ester Reeves (Phoenix Municipal)</li> <li>- Review and Approval of October 31, 2023 Meeting Minutes</li> </ul>		Michael Malone (Chair)
<b>Items from Previous Meeting/s</b>			
10:05 am	Review/Approval	Statewide Standardization of: - none from October meeting	Laura Ritenour, Mary Bellefeuille, and Summer Dalton
10:07 am	Update	SB1197 Implementation	Laura Ritenour
10:15 am	Update	Required Data Elements – 2024 Checklists Ready on RDE webpage – Administrative Directive for RDE for January 2025 and 2026 Checklists	Laura Ritenour and Mary Bellefeuille
<b>New Items</b>			
10:30 am	Review/Discuss	Statewide Standardization of: - Code Request for Attorney Types - PO Party Role Types (update)	Laura Ritenour and Mary Bellefeuille
10:45 am	Review/Discuss	End-dating of 9270 – FARE: Assign Non FARE Collection Agency	Laura Ritenour and Mary Bellefeuille
10:47 am	Review/Discuss	Sentence Codes/Sentence Types – email sent to non-AJCACS court on 11/16/2023	Mary Bellefeuille
10:50 am	Request	Copies from non AJACS court of Time Standards Age of Active Pending and Time to Disposition Reports for upcoming trainings	Laura Ritenour
<b>Ongoing Business</b>			
11:00 am	Update	Updates, Comments and Questions from Members	All Members

11:10 am		Call to the Public	Michael Malone
	Reminder	Next Meeting: Tuesday, January 30, 2024, 10 a.m. – 12 noon, via Zoom Webinar – Michael Malone to chair  No December meeting	
11:15 am	Adjournment (motion needed)		Michael Malone

# DATA STANDARDS ADVISORY COMMITTEE

October 31, 2023

10:00 a.m. – 12:00 p.m., Zoom Meeting

**DRAFT MINUTES**

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**Present:** Mike Albers, Laurie Allen, Odette Apodaca, Daniel Bowman, Summer Dalton, Niltza Flores, Ralph Garcia, Todd Herrera-Ridenhour, Susann Holland, Randy Kennedy, Adele May, Mike Nimtz, Lisa Porter (as proxy for Danica Sanchez), Ester Reeves, Ginger Rodas, Marcos Romero, Katrina Solis, Adam Walterson, Leslie Zak (as proxy for Gil Bensinger)

**Absent:** Jennifer Harrold

**Administrative Office of the Courts (AOC) and Guests:** Mary Bellefeuille (AOC), Cathy Clarich (AOC), Melanie Cluff (AOC), Michele Gillich (AOC), Joe Hamilton (Phoenix Municipal), Michael Malone (AOC), Anirban Mitra (AOC), Laura Ritenour (AOC)

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## I. CALL TO ORDER

### A. Welcome and Opening Remarks

The October 31, 2023, meeting of the Data Standards Advisory Committee was called to order by the Chair, Michael Malone, at 10:03 a.m.

### B. September 26, 2023, Meeting Minutes

Laura Ritenour, staff for the committee, displayed the September 26, 2023, draft meeting minutes for review and the members had no comments or concerns. A motion to approve the September 26, 2023, meeting minutes was made by Odette Apodaca and seconded by Ester Reeves. The committee voted and the motion passed unanimously.

## II. ITEMS FROM PREVIOUS MEETINGS

### A. Code and Statewide Table Standardization Requests

Laura Ritenour presented information on code and table standardization requests. Each individual request discussed below is in the [October 31, 2023 Meeting Materials packet](#) published online.

Medical Professional Court Role Type: Laura Ritenour reported that the AOC eFiling Team is requesting a new Court Role Type of Medical Professional to ensure more accurate mapping when a person selects the Medical Professional option as the person filing into a case. A motion to approve the statewide

standardization of the Medical Professional Court Role Type code and description was made by Summer Dalton and seconded by Katrina Solis. The committee voted and the motion passed unanimously.

Protective Order Event Code: Laura Ritenour reported that AOC Court Services is requesting a standardized event code for Protective Order Service of Process Information Form. This event would be entered, and the corresponding form attached to it, only if the petitioner filed a paper petition and this form, in lieu of using AZPOINT. A motion to approve the statewide standardization of the event code and description was made by Randy Kennedy and seconded by Niltza Flores. The committee voted and the motion passed unanimously.

## **B. SB 1197 Implementation**

Laura Ritenour provided an update on SB 1197 which pertains to juvenile offenders and monetary sanctions and had a general effective date of October 30, 2023. Laura provided an overview of the progress of each of the goals, including which tasks were completed by October 30<sup>th</sup>, 2023, and which tasks remain outstanding. Laura informed the committee members that a copy of the presentation would be posted to the website. The committee members had no questions.

## **C. Required Data Elements (RDE) Initiative**

2024 RDE Checklist: Laura Ritenour provided an overview of the RDE project and the timelines in which the checklists must be completed and signed off on by the presiding judge. Laura also informed the committee that the [Required Data Elements webpage](#) has been updated and includes the optional Excel checklist, as well as, the official checklists that must be completed by January 31, 2024 and signed off on by the presiding judge by March 1, 2024.

Proposed Elements for 2025 and 2026: Laura Ritenour presented a [file](#) containing the proposed data elements for the 2025 and 2026 checklist. Laura informed the committee that the elements selected were those that had the overall lowest level of effort deemed by the courts. The committee members had no questions.

# **III. NEW ITEMS**

## **A. 2024 Meeting Schedule**

Laura Ritenour presented the proposed dates for the upcoming 2024 meetings. Members were reminded that if they are unable to attend, they can send a proxy in their place. A motion to approve the 2024 meeting schedule was made by Niltza Flores and seconded by Ginger Rodas. The committee voted and the motion passed unanimously.

#### **IV. ONGOING BUSINESS**

##### **A. Updates, Comments and Questions from Members**

No updates, comments or questions were provided.

##### **B. Call to the Public**

Michael Malone made a call to the public for comments. There was no answer.

##### **C. Adjournment**

A motion was made to adjourn the meeting by Summer Dalton and seconded by Marcos Romero. The meeting was adjourned at 10:44 a.m.

##### **D. Next Committee Meeting Date**

November 28, 2023, 10:00 a.m. – 12:00 p.m., Zoom Webinar

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# SB1197 Implementation Check In

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AS OF 11/17/2023

# Agenda

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## 1) Implementation Updates from Laura

- AJACS/JOLTSaz Automation Concepts
- Poster
- Statewide AO

## 2) AJACS Case Lists and Next Steps – Michal Musgrove

## 3) Questions, comments, and ideas to share – All attendees

FYI – Next meeting is Friday, December 1<sup>st</sup>

Please contact Laura or Michal if you have questions

# What Was Ready for October 30th

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- Updated and New Forms - Court Forms SharePoint
- [Vacating Juvenile Monetary Obligations](#) webpage
- Statewide Memo for Implementation and FARE/DSO
- AJACS Release Overview lunch-time trainings next week
- [Wendell page for Judges](#)
- [Automation Services and Training Unit webpage info](#) and [Quick Tips](#) for new process in AJACS



# What's Been Updated Since Then

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- SB1197 Poster
- Imposition of Local Fees Guidance
- SB1197 information on [AZCourtHelp.org](http://AZCourtHelp.org) and [LawForKids.org](http://LawForKids.org)



# What's Left to be Completed

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1. Statewide AO re: Local AO's and Data Collection
2. Forms and Vacating Fees webpage in Spanish
3. AJACS Automation – Scheduled for April 3 Release



# Thank you for checking in

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FYI – Next meeting is Friday, December 1<sup>st</sup>

Please contact if you have questions about:

- 1) Laura Ritenour – General SB1197
- 2) Janita Zendejas – FARE/DSO
- 3) Michal Musgrove – Automation changes

IN THE SUPREME COURT OF THE STATE OF ARIZONA  
ADMINISTRATIVE OFFICE OF THE COURTS

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In the Matter of:	)	
	)	
REQUIRED DATA ELEMENTS	)	Administrative Directive
COLLECTION: PHASE TWO	)	No. 2023 - <u>10</u>
	)	
	)	
	)	
	)	

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The Arizona Code of Judicial Administration § 1-508: Required Data Elements seeks to ensure the quality, completeness, and consistency of Arizona court data across the judicial branch by ensuring that courts collect certain data elements and requires the Administrative Director to promulgate a phased implementation schedule for the data elements that courts are required to collect in their case management systems. This administrative directive establishes Phase Two. Therefore,

IT IS DIRECTED that all courts account for the required data elements listed in Appendix A and submit the associated required data elements checklist to the Administrative Office of the Courts (AOC) on or before January 31, 2025. The AOC will compile the data elements checklists for each county and forward the compiled checklists to the presiding judge of the superior court in the respective county (“county presiding judge”). The county presiding judge, or their designee, shall review and sign their approval on or before March 1, 2025.

IT IS FURTHER DIRECTED that all courts account for the required data elements listed in Appendix B and submit the associated required data elements checklists to the AOC on or before January 31, 2026. The AOC will compile the data elements checklists for each county and forward the compiled checklists to the county presiding judge. The county presiding judge, or their designee, shall review and sign their approval on or before March 1, 2026.

Dated this 13th day of November, 2023.

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DAVID K. BYERS  
Administrative Director of the Courts

**Phase Two - Appendix A**  
**Required Data Elements to be accounted for by January 31, 2025**

Data Element	Civil	Family	Probate	Dependency	Juvenile	Criminal	Traffic
Specialty Court Assignment	X			X	X	X	
Case Manner of Disposition	X	X	X	X	X	X	X
Filing Type	X	X	X	X	X	X	X
Race	X	X	X	X	X	X	X
Ethnicity	X	X	X	X	X	X	X
Gender	X	X	X	X	X	X	X
Driver License Country					X	X	X
License Class Code							X
Answer/Response	X	X	X				
Cross-Claim	X						
Counterclaim	X						
Interpreter Language	X	X	X	X	X	X	X
With Prejudice	X					X	X
Record transmitted to MVD					X	X	X
Bond Hearing Type						X	X
Bond Type						X	X
Bond Amount Ordered						X	X
Bond Amount Posted						X	X
Summons Issued						X	X
Sentence Conditions						X	X
Concurrent/Consecutive Sentence Flag						X	X
Payment Plan Flag					X	X	X
Community Restitution Hours					X	X	X
Inventory Filed Date			X				
Accounting Filed Date			X				
Bond Ordered/Set Date			X				
Bond Type			X				
Bond Filed Date			X				
Offense location							X
Court	X	X	X	X	X	X	X
Court Case Identifier	X	X	X	X	X	X	X

**Phase Two - Appendix B**  
**Required Data Elements to be accounted for by January 31, 2026**

Data Element	Civil	Family	Probate	Dependency	Juvenile	Criminal	Traffic
Procedural Track	X						
Relationship to Action - Civil	X						
FBI Number					X	X	X
Endorsement Code							X
License Restriction Code							X
Pro Hac Vice	X	X	X			X	
3rd-Party Claim	X						
Answer to Cross Claim	X						
Answer to Counter Claim	X						
Answer to 3rd-Party Claim	X						
Intervenor Claim	X			X			
Answer to Intervenor claim	X						
Amended	X	X	X	X	X	X	X
Amount in Controversy	X						
Subsequent Probate Pleading Type			X				
Motion/Filing Type (Future-grouping)	X	X	X	X	X	X	X
Pleading/Motion Outcome	X	X	X	X	X	X	X
Agreed/Stipulated	X	X	X	X	X	X	X
Competency Evaluation ordered		X	X	X		X	
Competency Evaluation party		X	X	X		X	
Competency Evaluation type		X	X	X		X	
Charge Dismissal Actor					X	X	X
Diversion Entry					X	X	X
Diversion Exit					X	X	X
Diversion Exit Type					X	X	X
Rule 11 Flag						X	
Arrest Date					X		X
Disposition NCIC Code					X	X	X
Case Disposition Category	X	X	X	X	X	X	X

## Code Request

### Code Request and Requestor

Standardize Attorney Type Description and Code, Requested by: AOC Court Services

### Background and Issue

Administrative Directive 2022-12 directs the implementation of Phase One of the Required Data Elements initiative. Attorney Type is an element in the Appendix C list. Standardizing the codes related to this data element would allow for more consistent reporting regarding elements associated with attorney types for future data requests.

### Public Access and eAccess Display

- Should this data be displayed on Public Access? No
- Should be this element be displayed in eAccess? n/a

**Possible Interfaces Affected:** eFiling, CCR

### Tentative Implementation Timeline

If approved, the codes would be added to the AOC's FME Data Translation Server and courts would need to either transmit these codes or use their FME Data Translation Tool for transactions starting June 2024.

### Motion

Move to recommend the Attorney Type code and standard description listed below as statewide standards.

### Attorney Type Code/Description

Proposed Standard Code	Proposed Standard Description
CG	Conflict/Court Appointed
MD	Mediator
PS	Prosecutor
PF	Public Defender

PV	Private
LD	Legal Defender
AG	Attorney General
AB	Arbitrator
CB	Court Appointed
AC	Court-Appointed Advisory Counsel
HV	Pro Hac Vice
CA	Child's Best Interest Attorney
H	Guardian Ad Litem
RS	Personal Representative
LP	Legal Paraprofessional

## Code Request

### Code Request and Requestor

Standardize PO Party Role Type Description and Code, Requested by: AOC Court Services

### Background and Issue

When the Court Role Types were reviewed and approved by the workgroup and steering committee in March and June, respectively, there were five Court Role Types that were not designated as PO Party Role Types as well. For courts that separate the Court Role Types from the PO Party Role Types, this designation is important to ensure that the complete list of approved PO Party Role Types codes are present in the table.

### Public Access and eAccess Display

Should this data be displayed on Public Access? No

Should be this data be displayed in eAccess? No

**Possible Interfaces Affected:** AZPOINT

### Tentative Implementation Timeline

If approved, the codes would be added to the AOC's FME Data Translation Server and courts would need to either transmit these codes or use their FME Data Translation Tool for transactions starting January 29, 2024.

### Motion

Move to recommend the PO Party Role Type codes and standard description listed below be added to the current table as statewide standards.

### PO Party Role Type Code/Description

Proposed Standard Code	Proposed Standard Description
Y	Attorney
D	Defendant
HP	Harassed Party For W/P Harassment
PC	Protected Child
Q	3 <sup>rd</sup> Party Plaintiff